National Finance Center Customer Notification

Date of Notification: October 3, 2011

Subject: NFC's Columbus Day Holiday Schedule

Database/Customer(s) Affected: All Customers

Dear Customer:

In observance of the Columbus Day Holiday, the National Finance Center's (NFC) offices will be closed on Monday, October 10, 2011, including the following help desks: (1) NFC's *EmpowHR* Help Desk, (2) NFC's Payroll/Personnel Call Center, (3) NFC's WebTA Help Desk servicing NFC's webTA Hosting Plus customers, and (4) NFC's ABCO/ABCO Claims Help Desks.

All NFC applications will remain available during the holiday. T&As may be transmitted as early as Friday, October 7, 2011, but should be submitted no later than close of business Tuesday, October 11, 2011.

Please note the PAYE process for Pay Period 20, 2011, will remain the same. The first schedule of PAYE for Pay Period 20, 2011, for all databases will run on Thursday, October 13, 2011. The second schedule of PAYE will be executed on Friday, October 14, 2011.

As always, the NFC Operations and Security Center staff will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or by sending an email to OSC.ETIX@usda.gov.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at Customer.Support@usda.gov.

KJS/M2-11-013/014

"Tip of the Week"

Recent updates to the Report Generator System (CULPRPT) Report 0049 require users to enter a Begin Pay Period Year/Number and an End Pay Period Year/Number in order to run the report. The pay period entered must be within the last 27 pay periods. See Title I, 11-17 bulletin, dated 7/12/2011 for further instructions.